

# **Archived Information**

## **Grants to States to Improve Management of Drug and Violence Prevention Programs**

CFDA # 84.184R

### **Information and Application Procedures for Fiscal Year 2004**

OMB No. 1890-0009

Expiration Date: 06/30/2005

**Application Deadline: July 15, 2004**



**Frequently Asked Questions**  
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**U.S. Department of Education  
Office of Safe and Drug-Free Schools**

May 24, 2004

Dear Colleague:

Thank you for your interest in applying to the Grants to States to Improve Management of Drug and Violence Prevention Programs. This program is authorized by the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

In order to strengthen accountability, information about school crime and safety must be shared with students, parents, and communities. NCLB requires that each State collect certain school crime and safety data elements in conjunction with the Uniform Management Information Reporting System (UMIRS) and report the data collected to the public. With this grant, we hope to provide additional resources for States to meet the requirements of UMIRS and improve and expand existing data collection to build the capacity of those involved in the data collection effort. Improved data collection systems will allow State, district, and school administrators to identify the needs of students and staff, inform the selection of drug and violence prevention programs, and assess progress in addressing these important problems.

We look forward to receiving your application for support under the Grants to States to Improve Management of Drug and Violence Prevention Programs.

Sincerely,

Deborah A. Price  
Deputy Under Secretary

**Application for Grants**  
**Office of Safe and Drug-Free Schools**  
**Grants to States to Improve Management of Drug and Violence Prevention**  
**Programs**

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**Overview**

We will award grants under this competition to State educational agencies or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program.

**Authority**

The authority for this program is found in 20 U.S. C. 7131.

**Note to Applicants**

This is a complete application package for Grants to States to Improve Management of Drug and Violence Prevention Programs. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document governing this competition is the Closing Date Notice published in the Federal Register on May 28, 2004. This notice also is available electronically at: [www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister) and <http://www.gpoaccess.gov/nara/index.html>.

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition 84.184R.

**Applicable Regulations**

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department Regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 84 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance))
- 34 CFR Part 85 (Governmentwide Debarment and Suspension (Nonprocurement))
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)
- 34 CFR 299 (General Provisions)

**Eligibility**

Eligible applicants are State educational agencies or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program. No more than one (1) grant will be awarded per state.

**Project Period**

Projects will be funded for up to 36 months, contingent upon demonstration of substantial progress each year toward meeting project goals and objectives and the availability of appropriations.

**Estimated Range of Awards**

We estimate that we will make 12 awards. Projects will be funded for approximately \$300,000 to \$500,000 in each year for which funding is requested depending on the scope of the project. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

**Application Due Date**

All applications must be postmarked on or before July 15, 2004, in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Washington D.C. time on July 15, 2004. Applications may also be submitted electronically through the Department's e-Applications pilot. Applications may not be emailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in e-Applications.

**Form Applications**

Information submitted in response to the scoring criteria should be specific to the applicant's State and should not be identical or substantially similar to other applications. Identical or substantially similar applications are not responsive to the scoring criteria.

**Grantee Meetings**

All applicants must budget for attendance of two persons for two meetings in the first year of the grant, and for one meeting in each subsequent year of the grant. These meetings will include the project director's meeting (2 days) and the OSDFS National Conference (3 days). These meetings will usually be held in Washington, D.C. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem.

**DUNS Number Instructions**

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

[http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html).

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

NOTE: You must have a DUNS number to receive a grant award.

### **Paperwork Burden Statement**

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6123.

## **I. GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report its progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

**GOAL 1:** Create a culture of achievement.

**GOAL 2:** Improve student achievement.

**GOAL 3:** Develop safe schools and strong character.

**GOAL 4:** Transform education into an evidence-based field.

**GOAL 5:** Enhance the quality and access to postsecondary and adult education.

**GOAL 6:** Establish management excellence.

### **Performance Measures**

The Secretary has established the following performance measures for assessing the effectiveness of the Grants to States to Improve Management of Drug and Violence Prevention Programs:

- a) The proportion of LEAs and Governor's fund recipients that are using data related to youth drug and violence to manage youth drug, alcohol, and violence prevention programs by:
  1. incorporating this data in needs assessment processes;
  2. using this data to develop performance measures for their SDFSC program funds;
  3. considering this data in selecting school and,
  4. where applicable, community-based interventions for implementation;
  5. monitoring the success of interventions in reducing drug and alcohol use and violence, and in building stronger communities; and

6. sharing data with entity officials and the public.
- b) The proportion of LEAs and Governor's Program fund recipients that have received training about collecting, analyzing and using data to manage and improve drug and violence prevention programs.
- c) The proportion of LEAs and Governor's Program fund recipients that submit complete responses to data collections.

These three measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these outcomes in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports about progress toward these goals. Only baseline data and data at the conclusion of the project will be required for the first indicator.



## **II. TIPS FOR APPLICANTS**

### **A. Before You Begin**

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
  - frequently asked questions in this application package; and
  - grant application technical assistance resources on our Web site at:  
<http://www.ed.gov/admins/grants/apply/techassist/index.html>.
- Ask questions of the program contact if you don't understand how to proceed.

### **B. Preparing Your Application**

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program and make sure you demonstrate that your proposed expenditures are necessary to carry out your program. Do not request funds for miscellaneous purposes.

### **C. Submitting Your Application**

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application Web site.

### **D. What Happens Next?**

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you an assigned number. Please refer to this number if you need to contact us about your application.
- OSDfS staff screen each application to ensure that all program eligibility requirements are met and all forms are included.

- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 110 depending upon how well you respond to the requirements of the selection criteria.
- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers.

### **III. INFORMATION AND REQUIREMENTS**

#### **A. Background**

States and their local communities are implementing a variety of programs, activities, and strategies designed to help them prevent youth drug use and violence in schools. Just as policy makers, education professionals, and parents seek reliable information about student academic progress, stakeholders also need to be able to assess the nature of youth drug and violence problems in their communities, select research-based approaches to preventing these problems, and determine whether these prevention efforts are effective.

The Elementary and Secondary Education Act (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB), requires that States develop and implement a system of standards and assessments in regard to academic progress for all students. To support States and localities in creating safe, disciplined, and drug-free learning environments that support student academic achievement, ESEA authorizes the Safe and Drug-Free Schools and Communities Act (SDFSCA) program. This grant competition is authorized by ESEA under Subpart 2—National Programs (Sec. 4121(a)(9)), which allows the Secretary to carry out other activities to prevent drugs and violence in the schools in addition to those specifically mentioned in the legislation.

NCLB also creates a new management tool designed to provide information about the States progress in preventing youth drug use and violence – the Uniform Management Information and Reporting System (UMIRS; see ESEA section 4112(c)(3)). The statute requires States to create a system for collecting and disseminating information about:

- truancy;
- incidence of violence and drug-related offenses leading to suspension and expulsion;
- incidence and prevalence data and information about age of onset, perception of health risk, and perception of social disapproval of youth drug use and violence; and
- information about the types of programs and services provided under the SDFSCA State Grants program.

UMIRS is the primary accountability strategy required under the SDFSCA. The provisions require States to develop core data sets about school violence and youth drug use, and to share that information (in some cases on a school-by-school) basis with the public. States and localities can use this core information to assess their youth drug use and violence and, in turn, implement evidence-based programs that best respond to these needs.

The kind of system required by UMIRS can also make an important contribution to States' implementation of the Unsafe School Choice Option (USCO) requirements (see ESEA section 9532). These provisions require States to develop a definition of a "persistently dangerous school," identify schools that meet the definition, and permit

students attending identified schools to transfer to a safe public school within the local education agency (LEA). Additionally, States must permit students who are the victim of a violent criminal offense at school the opportunity to transfer to a safe public school within the LEA. States were required to have an USCO policy in place for the start of the 2003-2004 school year and each school year thereafter.

States and local communities face several challenges in implementing both the UMIRS and USCO requirements. This grant competition is designed to provide support to States to explore strategies that will address the challenges they face in collecting and using data to manage the implementation of drug and violence prevention programs, which may include:

- Lack of standardized collection instruments and definitions both within and across States;
- Lack of expertise related to collecting data about youth drug use and violence;
- Lack of time and other resources to support high-quality data collection and analysis in these areas;
- Unfavorable community and media reaction to high rates of youth drug use and violence; and
- Negative consequences for administrators with high incident rates.

These challenges are significant, but with the support available under this grant to establish or improve State data collection systems, real progress is possible. More consistent reporting and improved data quality will establish a higher standard for accountability, and will remove the potentially stigmatizing disincentive for States to report on levels of school violence and drug abuse.

Information and improved methods of data collection are also needed for Federal policy makers in the executive and legislative branches. For instance, the White House Office of Management and Budget (OMB) recommended that the Department of Education (ED) “work to establish [a] meaningful performance measurement system” for its SDFSCA State Grants Program after evaluating its effectiveness with the Program Assessment Rating Tool (PART). Currently, Government Performance and Results Act (GPRA) indicators for the SDFSCA State Grants Program include information from national surveys designed for surveillance of youth drug use and violence. Incident-based data could allow for additional performance measures on student drug use and violence.

The Grants to States to Improve Management of Drug and Violence Prevention Programs will award grants to State agencies to support the development and testing of strategies for developing, expanding, or enhancing the capacity of State and local educational agencies, and other State agencies and community-based entities, to collect, analyze, and

use data to improve the quality of drug and violence prevention programs administered in the States.

This grant program will be complemented by a technical assistance activity that will include the participation of States and relevant Federal agencies in developing a model that States can use in meeting the Uniform Management and Information Reporting System (UMIRS) requirements for the SDFSCA State Grants Program. We plan to build on the efforts of other Federal agencies involved in youth drug and violence prevention activities, as well as those of the States, to develop common measures for the elements required by UMIRS. We will strongly encourage the participation of key personnel from every State as we work to develop a consensus about how to best collect the information required by UMIRS. We are also hopeful that States that seek grant awards under this program will give careful consideration to adopting the model system that will be developed as part of this upcoming technical assistance activity.

## **B. APPLICATION REQUIREMENTS**

### **Eligibility of Applicant**

Eligible applicants for this program are State educational agencies (SEA) or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program.

### **Compatibility with the Performance-Based Data Management Initiative (PBDMI)**

Applicants must design a program that complements ED's Performance-Based Data Management Initiative (PBDMI). The PBDMI focuses on strategies to facilitate the transfer of information from State administrative records to ED to satisfy reporting requirements for certain programs administered by ED, including SDFSCA State Grants. State PBDMI contacts are listed Appendix I.

### **Memorandum of Understanding**

Applicants must include a memorandum of understanding (MOU) containing the signatures of the authorized representatives for the SEA and the State agency (or agencies) receiving the Governor's portion of SDFSCA State Grants Program funding for the State. The MOU must outline project roles and responsibilities for the participants. It must also include evidence that the proposal has been reviewed by and has the approval of the State's chief information officer (CIO) and/or chief technology officer (CTO). The CIO and/or CTO may sign the required memorandum of understanding, or may provide a separate document including the required assurance.

### **Technology-Based System**

Each applicant must propose a technology-based system for collecting, analyzing and interpreting school crime and violence data. Grant funds can be used in a variety of ways, including updates to an existing infrastructure, basic planning, and capacity building.

## **C. OTHER APPLICATION INFORMATION**

### **Program Authorization**

This program is authorized by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001 (20 U.S.C. 7131) under Subpart 2—National Programs (section 4121(a)(9)), which authorizes the Secretary to carry out other activities to prevent drugs and violence in the schools in addition to those specifically mentioned in the legislation.

### **Distribution of Grant Awards**

We will award only one grant award to each SEA/State agency responsible for the management of the Safe and Drug-Free Schools and Communities Act funds.

## **IV. PRIORITY AND SELECTION CRITERIA**

### **A. Absolute Priority**

We are establishing this priority for the FY 2004 grant competition only, in accordance with Section 437(d)(1) of the General Education Provisions Act.

For FY 2004 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is to develop, enhance, or expand the capacity of States and other entities that receive SDFSCA State Grants Program funds to collect, analyze, and use data to improve the management of drug and violence prevention programs. At a minimum, applicants must propose projects that provide this expanded capacity to the State educational agency (SEA), the State agency administering the Governor's funding under the SDFSCA State Grants Program, and local educational agencies and community-based organizations that receive SDFSCA State Grants Program funding.

Specifically, projects must be designed to:

- (a) include activities designed to expand the capacity of local recipients of SDFSCA funds to use data to assess needs, establish performance measures, select appropriate interventions, monitor progress toward established performance measures, and inform the public;
- (b) collect data that, at a minimum, meets the requirements of the Uniform Management Information and Reporting System (UMIRS) described in Section 4112(c)(3) of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 (ESEA);
- (c) be consistent with the State's PBDMI strategy and produce data that can be transmitted to the U.S. Department of Education via its Education Data Exchange Network (EDEN) project; and
- (d) include validation and verification activities at the State and sub-State recipient levels designed to ensure the accuracy of data collected and reported.

### **B. Competitive Preference Priority**

In the interest of promoting the use of core data definitions, we will award up to an additional 10 points to applicants that meet the following competitive preference priority: that the collection of incident data be done in a manner consistent with the definitions and protocols developed under the Federal Bureau of Investigation's Uniform Crime

Reporting (UCR) Program. These points are in addition to any points the application earns under the selection criteria.

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program is the most universal crime reporting system in the country and collects information about the following crimes: homicide; forcible rape; robbery; aggravated assault; burglary; larceny-theft; motor vehicle theft; and arson. All States but four (Indiana, Mississippi, New Mexico, and Ohio) have a UCR program and 25 of those States require mandatory reporting. Applicants without a UCR program in their State, or in States where the program is not mandatory can address the competitive preference priority by using definitions that are suitable for data collection under the program. Further information about the UCR is available online at <http://www.fbi.gov/ucr/ucr.htm>.

## **C. Selection Criteria**

The following selection criteria will be used to evaluate applications. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The total number of points awarded for these selection criteria is 100. Together with the competitive preference priority, the maximum number of points that may be awarded is 110. (Note: The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion.)

### **1. Significance (20 points)**

In determining the significance of the proposed project, we will consider the following factors:

- (a) The significance of the problem or issue to be addressed by the proposed project (5 points).
- (b) The likelihood that the proposed project will result in system change or improvement (10 points).
- (c) The extent to which the results of the proposed project are to be disseminated in ways that will enable others to use the information or strategies (5 points).

*Note: Under this factor we will look at the applicant's identification of barriers to improving its school drug and violence prevention data collection system that stand in the way of systemic improvements. This should include a needs assessment that demonstrates the State's need for improved management of prevention programs. The applicant should also address how its existing data collection framework (including how it responds to UMIRS and PBDMI requirements) would be improved this grant. Finally, we expect that the applicant will describe how data will be shared with key stakeholders in a way that can ultimately contribute to the promotion of healthy youth behavior.*

### **2. Quality of the Project Design (30 points)**

In determining the quality of the project design, we will consider the following factors:



- (a) The extent to which the proposed development efforts include adequate quality controls and, as appropriate, repeated testing of the products (10 points).
- (b) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance (10 points).
- (c) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources (10 points).

*Note: Under this factor we will look for a well-designed plan for a statewide data collection infrastructure that will increase the State's capacity to improve drug and violence prevention program management. This plan should include a description of business rules, as well as policies and procedures for ensuring the reliability, consistency, and quality of the data. Ample consideration should be given to the technology supporting the infrastructure, including its accessibility, reliability, and ability to protect subject confidentiality and system security, as well as its compatibility with the PBDMI system. Sustainability of the program will be considered, not only in terms of the physical and technological infrastructure, but also in terms of human capital. We expect that consideration will be given to the coordination with and/or improvement—rather than the duplication—of existing efforts.*

### **3. Quality of project services (10 points)**

In determining the quality of the project evaluation, we will consider the following factor:

- (a) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services (10 points).

*Note: Under this factor we will look for training activities that address issues specific to the State's data collection and management infrastructure. The applicant should provide a plan for how it will identify and reach all personnel involved in the program effort with the training activities.*

### **4. Quality of project personnel (10 points)**

In determining the quality of the project evaluation, we will consider the following factor:

- (a) The qualifications, including relevant training and experience, of key project personnel (10 points).

*Note: Under this factor we will look for evidence that key personnel possess experience and expertise in the areas addressed by the project plan. These areas include, but are not limited to, the following: information technology systems, research methodology, data collection, analysis and management, youth drug and violence prevention, and the State's safe and drug-free schools policies and services.*

### **5. Quality of the management plan (30 points)**

In determining the quality of the project evaluation, we will consider the following factors:

- (a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (15 points).
- (b) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project (5 points).

*Note: Under this factor we will look at the quality of the applicant's planned coordination and collaboration with the entities mentioned in the memorandum of understanding. The applicant should provide evidence of how key stakeholder support of the project's goals, objectives, budget, timeline, individual responsibilities, and accountability measures will contribute to its long-term success. We also expect that a plan for soliciting feedback during both the planning and implementation stages from State and local government, as well as members of the community ultimately affected by the program, will be outlined.*

## V. APPLICATION CONTENTS

### A. Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (1) all forms and assurances that must be submitted in order to receive a grant, and
- (2) a detailed narrative description of the proposed project and a detailed narrative of the supporting budget.

### B. Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

- 1. ED Form 424.** This is the title page of your application. Make sure that block 4 identifies the number of this competition: CFDA# 84.184R.
- 2. Table of Contents.** Include a one-page table of contents.
- 3. Program Abstract.** Provide a one-page, double-spaced abstract that describes the need to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
- 4. Program Narrative.** Applicants should provide a program narrative that describes the proposed project, including the goals, objectives and activities. The narrative should address all criteria and all of the factors under each criterion. The narrative section should be limited to **30 typed pages**. The paper size shall be 8 ½ x 11 inches. The pages must be numbered, double-spaced, printed only on one side, with a one inch margin. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the narrative section is easily read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.
- 5. Budget.** Use the Budget Information Form (ED Form 524), to prepare a complete budget for the project. Provide amounts for all major budget categories. Do not substitute local expenditure categories. If you will work in partnership with another agency, do not submit budget forms for each entity; only the applicant should submit a Form 524. Planned expenditures by partners should be listed on the 524 under “contractual” or “other,” as appropriate.
- 6. Budget Narrative.** Applicants should provide a detailed explanation for all funds requested on the Budget Form (ED Form 524). Costs should be broken down according to the categories on the budget summary form. Explain the basis used to estimate all costs for each budget category. Provide a detailed explanation for any costs that appear unusual and describe how those costs relate to the proposed activities. The narrative should

provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

Do not substitute local expenditure categories.

### **C. Assurances**

This application package includes the following—Assurances-Non-Construction Programs Certification and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Standard Form 424B, ED 80-013). **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment, and environmental tobacco smoke.**

### **D. Appendices**

This section should include only supplemental information or required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes; letters of agreement with cooperating entities (if appropriate); summary evaluation results or other materials. DO NOT include budget or program narrative information in this section.

The following items should be included as appendices to the application.

#### **Equitable Access and Participation**

Section 427 of the General Education Provision Act (GEPA) affects applicants under this program. All applicants must include information in their applications to address this provision in order to receive funding under this program.

Section 427 requires each applicant (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers might prevent your students, teachers, etc. from such access to or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application. Each application should include this description in a clearly identified section of the appendix. It should support the discussion of similar issues in the narrative section of the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use Federal funds awarded to it to eliminate barriers it identifies.

The following examples may help illustrate how an applicant may comply with Section 427:

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that the girls may be less likely than boys to enroll in the course might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

**Note: A statement about the applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement.**

[The paperwork burden for compliance with Section 427 of GEPA is recorded under OMB Control No. 1890-0007 (Expiration Date 9/30/2004). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.]

### **Forms**

The following forms are required in all applications and are included in this package:

- Application for Federal Education Assistance (**ED Form 424**)
- Budget Information Form (**ED Form 524**)
- Assurances - Non-Construction Programs (**Standard Form 424B**)
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (**ED Form 80-0013**)

- Disclosure of Lobbying Activities (**Standard Form LLL**)
- Lower Tier Covered Transactions (**ED Form 80-0014**)

Forms may be photocopied. Forms are also available electronically from the following Web site: <http://www.ed.gov/GrantApps/>.

**Other Attachments**

Other attachments are not encouraged. Supplemental materials such as videotapes, CD-ROMs, files on disks, commercial publications, press clippings, and testimonial letters will not be reviewed and will not be returned to the applicant.

## **VI. FREQUENTLY ASKED QUESTIONS**

### **SDFSCA does not require States to report UMIRS data to the Department of Education. Why does data collected under this grant have to meet UMIRS requirements?**

This grant is part of a larger effort to streamline the data collection processes occurring in States. States stand to benefit through a reduction in collection burden by adhering to this priority.

### **What is meant by “appropriate technology for the collection and analysis of data”?**

Applicants should employ a multi-user computer-based technology that is accessible to those responsible for submitting school crime and safety data to the system, and that facilitates coordinated and timely management of the data. Additionally, this system will allow for meaningful feedback to stakeholders and the public regarding the data.

### **May I use the funds for construction, or to purchase land, a building or other facility?**

No. Facilities construction is not an allowable expense.

### **Do I have to get bids for goods and services under this grant?**

You are required to follow your organization’s established procurement procedures. If you are unclear about those procedures, consult your organization’s business or finance office.

### **What kind of "equipment" may I purchase with these funds?**

Under this program you may purchase durable goods designed for use either for staff training or other purposes directly associated with the priorities listed in this application.

### **What is the project and budget period?**

Up to 36 months.

### **May we use these funds to hire consultants?**

Yes, provided the fees are reasonable and necessary to carry out the purpose of the grant. Applicants should be sure to fully substantiate all expenditures in the budget narrative.

### **How does one submit a signed face sheet (and other required forms) as part of the electronic application submission?**

If you are submitting an electronic application, you are required to fax the signed face page and the required assurances to the Department of Education in accordance with the instructions listed on page 20 in this application package.

**May my SEA or State Agency apply on behalf of a coalition or network of multiple States?**

No. Only individual States may be grant recipients under this competition. However, we encourage States to engage in information sharing and collaboration to improve their data collection systems if they so desire. All States are encouraged to participate in the technical assistance activity that will complement this grant program (see page 13).

**Why are SEAs and State agencies the only eligible applicants?**

In order to ensure that no efforts are duplicated and that all key stakeholders are included, this project must be implemented by an agency responsible for the management of Safe and Drug-Free Schools and Communities funds and legislative requirements for school crime and safety data collection.

**Why will only one grant be awarded per State?**

To avoid the duplication of data collection efforts within the State.

**Under what circumstances may a grant application that is submitted for funding under this competition be deemed ineligible for review?**

Reasons that grant applications are deemed ineligible for review include, but are not limited to: (a) failure to meet the statutory priority; (b) the application was submitted by an ineligible entity; (c) failure to include a memorandum of understanding signed by the required parties.

**Is there a minimum or maximum amount that may be requested to support a project?**

No. Although the application package includes an estimated range of awards, an applicant should request the amount needed to support the goals, objectives and scope of the proposed project, including detailed justification for that amount.

**Is there a matching requirement?**

No.

**May I use another State's application as a model for my submission?**

Information submitted in response to the scoring criteria must be specific to your State; therefore, we strongly discourage the use of form or model applications. Identical or substantially similar applications are not responsive to the scoring criteria and may not be rated highly enough to receive funding.

**May my SEA use this grant to supplement existing efforts by other State agencies or a collaboration of State agencies to collect data on youth, such as a central data warehouse?**

Yes. As long as the application meets the statutory priority, we encourage the development of crosscutting initiatives such as data warehousing and common indicators.



## VII. APPLICATION TRANSMITTAL INSTRUCTIONS

**ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.**

An original and two copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

### **Applications Submitted Electronically**

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Eastern Time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Eastern Time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Eastern Time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

### **Applications Delivered by Mail**

Applications sent by mail must be addressed to:

**U.S. Department of Education  
Application Control Center  
Attention: 84.184R  
400 Maryland Avenue, SW.  
Washington, D.C. 20202**

Applicants must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or

(2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

### **Applications Delivered by Hand/Courier Service**

An application that is hand-delivered must be taken to:

**U.S. Department of Education  
Application Control Center  
Attention: 84.184R  
PCP Room 7067  
550 12<sup>th</sup> Street, SW.  
Washington, D.C. 20024**

The Application Control Center accepts deliveries daily between 8:00 a.m. and 4:30 p.m. (Eastern Time), except Saturdays, Sundays and Federal holidays. A person delivering an application must show identification to enter the building.

### **Number of Copies of Applications**

All applicants are required to submit one signed original and two copies of their applications ( <b>unbound</b> ). To expedite our review of your application, you also are requested to submit one additional copy, but are not required to do so and will not be penalized.
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**Special Note:** Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” the follow the instructions for “Applications Delivered by Hand.”

### **Grant Application Receipt Acknowledgement**

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call the U.S. Department of Education's Application Control Center at (202) 245-6288.

## VIII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on processes for State and local governments for coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing of the Single Point of Contacts for each State is included in this application package. **A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by May 19, 2004, to the following address: The Secretary, EO 12372--CFDA# 84.215F, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30pm (Eastern Time) on May 19, 2004. Please do not send applications to this address.

## **A. State Single Points of Contact**

### **ARKANSAS**

Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 West 7<sup>th</sup> Street, Room 412  
Little Rock, AR 72203  
Phone: 501/682-1074  
Fax: 501/682-5206  
E-mail: [tlcopeland@dfa.state.ar.us](mailto:tlcopeland@dfa.state.ar.us)

### **CALIFORNIA**

Grants Coordination  
State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044, Room 222  
Sacramento, CA 95812-3044  
Phone: 916/445-0613  
Fax: 916/323-3018  
E-mail: [state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov)

### **DELAWARE**

Sandra R. Stump  
Executive Department  
Office of the Budget  
540 South Dupont Highway, 3<sup>rd</sup> Floor  
Dover, DE 19901  
Phone: 302/739-3323  
Fax: 302/739-5661  
E-mail: [sandy.stump@state.de.us](mailto:sandy.stump@state.de.us)

### **DISTRICT OF COLUMBIA**

Luisa Montero-Diaz  
Office of Partnerships and Grants Development  
Executive Office of the Mayor  
District of Columbia Government  
441 4<sup>th</sup> Street, NW, Suite 530 South  
Washington, DC 20001  
Phone: 202/727-8900  
Fax: 202/727-1652  
E-mail: [opgd.eom@dc.gov](mailto:opgd.eom@dc.gov)

**FLORIDA**

Lauren P. Milligan  
Florida State Clearinghouse  
Florida Department of Environmental Protection  
3900 Commonwealth Blvd., Mail Station 47  
Tallahassee, FL 32399-3000  
Phone: 850/245-2161  
Fax: 850/245-2190  
E-mail: [lauren.milligan@dep.state.fl.us](mailto:lauren.milligan@dep.state.fl.us)

**GEORGIA**

Barbara Jackson  
Georgia State Clearinghouse  
270 Washington Street, SW  
Atlanta, GA 30334  
Phone: 404/656-3855  
Fax: 404/656-7901  
E-mail: [gach@mail.opb.state.ga.us](mailto:gach@mail.opb.state.ga.us)

**ILLINOIS**

Roukaya McCaffrey  
Department of Commerce and  
Economic Opportunities  
620 East Adams, 6<sup>th</sup> Floor  
Springfield, IL 62701  
Phone: 217/524-0188  
Fax: 217/558-0473  
E-mail: [roukaya\\_mccaffrey@illinoisbiz.biz](mailto:roukaya_mccaffrey@illinoisbiz.biz)

**IOWA**

Steven R. McCann  
Division of Community and Rural Development  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
Phone: 515/242-4719  
Fax: 515/242-4809  
E-mail: [steve.mccann@ided.state.ia.us](mailto:steve.mccann@ided.state.ia.us)

**KENTUCKY**

Ron Cook  
Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601  
Phone: 502/573-2382  
Fax: 502/573-2512  
E-mail: [ron.cook@mail.state.ky.us](mailto:ron.cook@mail.state.ky.us)

**MAINE**

Joyce Benson  
State Planning Office  
184 State Street, 38 State House Station  
Augusta, ME 04333  
Phone: 207/287-3261, 207/287-1461 (direct)  
Fax: 207/287-6489  
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**MARYLAND**

Linda C. Janey, JD  
Director, Capital Planning and  
Development Review  
Maryland Department of Planning  
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Phone: 410/767-4490  
Fax: 410/767-4480  
E-mail: [linda@mail.op.state.md.us](mailto:linda@mail.op.state.md.us)

**MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
535 Griswold, Suite 300  
Detroit, MI 48226  
Phone: 313/961-4266  
Fax: 313/961-4869  
E-mail: [pfaff@semcog.org](mailto:pfaff@semcog.org)

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
1301 Woolfolk Building, Suite E  
501 North West Street  
Jackson, MS 39201  
Phone: 601/359-6762  
Fax: 601/359-6758

**MISSOURI**

Angela Boessen  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Truman Building, Room 840  
Jefferson City, MO 65102  
Phone: 573/751-4834  
Fax: 573/522-4395  
E-mail: [igr@mail.oa.state.mo.us](mailto:igr@mail.oa.state.mo.us)

**NEVADA**

Heather Elliott  
Department of Administration  
State Clearinghouse  
209 East Musser Street, Room 200  
Carson City, NV 89701  
Phone: 775/684-0209  
Fax: 775/684-0260  
E-mail: [helliott@govmail.state.nv.us](mailto:helliott@govmail.state.nv.us)

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director  
New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
2½ Beacon Street  
Concord, NH 03301  
Phone: 603/271-2155  
Fax: 603/271-1728  
E-mail: [jtaylor@osp.state.nh.us](mailto:jtaylor@osp.state.nh.us)

**NEW MEXICO**

Ken Hughes  
Local Government Division  
Room 201, Bataan Memorial Building  
Santa Fe, NM 87503  
Phone: 505/827-4370  
Fax: 505/827-4948  
E-mail: [khughes@dfa.state.nm.us](mailto:khughes@dfa.state.nm.us)

**NEW YORK**

Linda Shkreli  
Office of Public Security  
Homeland Security Grants Coordination  
633 3<sup>rd</sup> Avenue  
New York, NY 10017  
Phone: 212/867-1289  
Fax: 212/867-1725

**NORTH DAKOTA**

Jim Boyd  
Division of Community Services  
600 East Boulevard Avenue, Dept. 105  
Bismarck, ND 58505-0170  
Phone: 701/328-2094  
Fax: 701/328-2308  
E-mail: [jboyd@state.nd.us](mailto:jboyd@state.nd.us)



**RHODE ISLAND**

Kevin Nelson  
Department of Administration  
Statewide Planning Program  
One Capitol Hill  
Providence, RI 02908-5870  
Phone: 401/222-2093  
Fax: 401/222-2083  
E-mail: [knelson@doa.state.ri.us](mailto:knelson@doa.state.ri.us)

**SOUTH CAROLINA**

SC Clearinghouse  
Budget and Control Board  
Office of State Budget  
1201 Main Street, Suite 950  
Columbia, SC 29201  
Phone: 803/734-0494  
Fax: 803/734-0645  
E-mail: [clearinghouse@budget.state.sc.us](mailto:clearinghouse@budget.state.sc.us)

**TEXAS**

Denise S. Francis  
Director, State Grants Team  
Governor's Office of Budget and Planning  
P.O. Box 12428  
Austin, TX 78711  
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Fax: 512/936-2681  
E-mail: [dfrancis@governor.state.tx.us](mailto:dfrancis@governor.state.tx.us)

**UTAH**

Clare Walters  
Utah State Clearinghouse  
Governor's Office of Planning and Budget  
State Capitol, Room 116  
Salt Lake City, UT 84114  
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Fax: 801/538-1547  
E-mail: [cwalters@utah.gov](mailto:cwalters@utah.gov)

**WEST VIRGINIA**

Fred Cutlip  
Director, Community Development Division  
West Virginia Development Office  
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Charleston, WV 25305  
Phone: 304/558-4010  
Fax: 304/558-3248  
E-mail: [fcutlip@wvdo.org](mailto:fcutlip@wvdo.org)

**WISCONSIN**

Jeff Smith  
Section Chief, Federal/State Relations  
Wisconsin Department of Administration  
101 East Wilson Street, 6<sup>th</sup> Floor  
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Madison, WI 53707  
Phone: 608/266-0267  
Fax: 608/267-6931  
E-mail: [jeffrey.smith@doa.state.wi.us](mailto:jeffrey.smith@doa.state.wi.us)

**AMERICAN SAMOA**

Pat M. Galea'i  
Federal Grants/Programs Coordinator  
Office of Federal Programs/  
Office of the Governor  
Department of Commerce  
American Samoa Government  
Pago Pago, AS 96799  
Phone: 684/633-5155  
Fax: 684/633-4195  
E-mail: [pmgaleai@samoatelco.com](mailto:pmgaleai@samoatelco.com)

**GUAM**

Director  
Bureau of Budget and Management Research  
Office of the Governor  
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Agana, GU 96910  
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Fax: 011-671-472-2825  
E-mail: [jer@ns.gov.gu](mailto:jer@ns.gov.gu)

**NORTH MARIANA ISLANDS**

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Office of the Governor  
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[omb.jseman@saipan.com](mailto:omb.jseman@saipan.com)

**PUERTO RICO**

Jose Caballero/Mayra Silva  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, PR 00940-1119  
Phone: 787/723-6190  
Fax: 787/722-6783

**VIRGIN ISLANDS**

Ira Mills  
Director, Office of Management and Budget  
#41 Norre Gade Emancipation Garden Station  
2<sup>nd</sup> Floor  
St. Thomas, VI 00802  
Phone: 340/774-0750  
Fax: 340/776-0069  
E-mail: [irmills@usvi.org](mailto:irmills@usvi.org)

Changes to this list can be made only after OMB is notified by a state's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

**Please note:** Inquiries about obtaining a federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the CFDA.

## **IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

### **GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

**Failure to meet a deadline will mean that an applicant will be rejected without any consideration.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.gpoaccess.gov/nara/index.html>. Depository Library location and Federal Register services: [http://www.archives.gov/federal\\_register/index.html](http://www.archives.gov/federal_register/index.html).

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to: U.S. Department of Education, Application Control Center, Washington, D.C. 20202-4725.

### **CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site: <http://www.ed.gov/fund/contract/apply/currrfp.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371.

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far>.

## **GRANT APPLICATION RECEIPT ACKNOWLEDGMENT**

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/245-6288.

## **GRANT AND CONTRACT FUNDING INFORMATION**

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov>  
Office of the Chief Financial Officer Web Page –  
<http://www.ed.gov/about/offices/list/ocfo/>

## **D-U-N-S NUMBER INSTRUCTIONS**

The D-U-N-S Number is a unique nine-digit number provided by Dun & Bradstreet that does not convey any information about the recipient. A built-in check helps to ensure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 800/333-0505 or by completing a D-U-N-S Number Request Form on the Internet at the following Web site: <http://www.dnb.com>.

**Note: You must have a D-U-N-S number in order to receive a grant award.**

## **IX. APPENDIX AND FORMS**

## APPENDIX

### State PBDMI Contacts

Any questions regarding your State's PBDMI participation should be directed to the appropriate contact person listed below. For any questions regarding this list, please contact Denise Garland with the US Department of Education at (202) 260-5609.

#### Alabama

50 N. Ripley Street  
Montgomery, AL 36130  
Mark Dokas  
334-353-7018  
[mdokas@alsde.edu](mailto:mdokas@alsde.edu)

#### California

1430 N. Street #2213  
Sacramento, CA 95814  
Karl Scheff  
916-327-0192  
[kscheff@cde.ca.gov](mailto:kscheff@cde.ca.gov)

#### Alaska

801 W. 10<sup>th</sup> Street  
Juneau, AK 99801  
Erik McCormick  
907-465-8686  
[erick.mccormick@eed.state.ak.us](mailto:erick.mccormick@eed.state.ak.us)

#### Colorado

201 E Colfax Ave  
Denver, CO 80203  
Dianne Krees  
303-866-6823  
[Dianne.krees@cde.state.co.us](mailto:Dianne.krees@cde.state.co.us)

#### Arizona

1535 W Jefferson  
Phoenix, AZ 85007  
Jeff Stowe  
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[Jstowe@ade.az.us](mailto:Jstowe@ade.az.us)

#### Connecticut

165 Capitol Ave  
PO Box 2219  
Hartford, CT 01606  
Richard Cloud  
860-713-6871  
[Richard.cloud@po.state.ct.us](mailto:Richard.cloud@po.state.ct.us)

#### Arkansas

#4 State Capitol Mall  
Room 403-A  
Little Rock, AR 72201  
James Boardman  
Doris Stewart  
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Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) @ 1-800-877-8339 Monday through Friday between 8:00 a.m. and 8:00 p.m. (Washington D.C. Time).

Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Service (under Announcements, Bulletins, and Press Releases); or on the World Wide Web at <http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

# APPLICATION PACKAGE CHECKLIST

**APPLICATIONS MUST BE TRANSMITTED NO LATER THAN**

**July 15, 2004**

## **CHECK:**

- \_\_\_\_\_ The Application Title Page has been completed according to the instructions on the back of the title page.
- \_\_\_\_\_ The Application Title Page has been **signed and dated by an authorized official** and the signed original has been included with your submission.
- \_\_\_\_\_ Submit one (1) signed original and two (2) copies of the application. Applicants are requested but not required to submit an additional two (2) copies of the application. **All sections of the application must be suitable for photocopying to be included in the review (at least one copy of the application should be unbound and suitable for photocopying).**

**EACH COPY OF THE APPLICATION SHOULD INCLUDE THE FOLLOWING SECTIONS:**

### **The Application**

- \_\_\_\_\_ the title page form
- \_\_\_\_\_ table of contents
- \_\_\_\_\_ narrative
- \_\_\_\_\_ the budget information form
- \_\_\_\_\_ detailed budget justification

### **The Appendix**

- \_\_\_\_\_ list of project personnel
- \_\_\_\_\_ one-page abstract
- \_\_\_\_\_ GEPA 427
- \_\_\_\_\_ certifications and assurances
- \_\_\_\_\_ memorandum of understanding

## **ADDRESS AND DEADLINE TRANSMITTAL DATE**

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**All applications must be transmitted by July 15, 2004.**